

# SMART GOALS



Specific, Measurable, Actionable,  
Relevant, Time-oriented

**PART ONE:** Write down four goals (and *challenge yourself!* Studies show that the challenging goals are ultimately achieved at a higher rate than easy goals!):

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

**PART TWO:** Pick one goal from above and break it into smaller steps. Remember: these should be **specific, measurable** and **attainable** steps (think mini goals).

STEP	TIME NEEDED	DEADLINE
1.		
2.		
3.		
4.		
5.		

**PART THREE: MENTAL CONTRASTING\*:** Picture achieving your goal—what will that look or feel like? How will you know when it's complete? Now, think of an obstacle to achieving your goal. Contrast like this several times, and record the following:

I'LL KNOW I'VE ACHIEVED MY GOAL WHEN...

A THING THAT COULD GET IN MY WAY IS...

1.	
2.	
3.	
4.	

**PART FOUR:** Revise the language of your goal to take into account what you learned from your mental contrasting:

**PART FIVE:** Identify two resources (people, places or things) that could help you achieve your goal and explain how these resources can support you:

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

\*Mental Contrasting information drawn from the work of Oettingen, Gabrielle. (2014). *Rethinking positive thinking: Inside the new science of motivation*. New York, NY: Penguin Random House.

GOAL SETTING  
STAY ORGANIZED

